

September 27, 2005

TO: ALL OFFERRS

FROM: JANET B. SCHUKOSKE, CPPB
STATE CONTRACT PROCUREMENT OFFICER

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. 05-549-JS, KITCHEN
CHEMICALS

ADDENDUM 1

This addendum is being issued to answer vendors' questions and to add a product to the RFP number 05-549-JS, Kitchen Chemicals. In accordance to the terms of the RFP there will be no further questions answered until after the bid has closed at 1:00pm., EDT, October 4, 2005.

Please add the following product to the RFP:

12. Heavy Duty Metal Protecting Pot/Pan machine washing detergent spearhead or equal
Est. Usage 270 Pails
Unit Price _____ Extended Price _____

Manufacturer: _____

Brand Name: _____

Case Size: _____

Dilution Factor: _____

Per 10 Gal. water at \$_____/oz.

Vendor Questions:

1. How many dish machines are set up on this bid?

The Department of Corrections has fourteen (14) dish machines.

The Department of Health and Social Services has three (3) dishwashers, Hobert 900, Hobert 800 and Hobert 60.

2. What other government entities are buying off of this bid?

This bid can be used by all state agencies, school districts and volunteer fire departments. However, the User Committee for this bid consists of The Department of Corrections and The Department of Health and Social Services no other agencies has expressed an interest in this bid.

3. Stainless Steel Cleaner in cans: Is it aerosol, water based or mineral oil based?

Department of Corrections states: We only use aerosol and mineral based. If a company is bidding on a water based and non-aerosol can they must submit a sample.

Department of Health and Social Services states: If aerosol must be a non-flammable propellant and for ease of use prefer water based.

4. Section 49 on page 14 suggests that it is it the intention of Government Support Services to make a total lump sum award to one vendor or to make multiple awards to several vendors? On what basis might multiple awards be made?

The way the contract is awarded is up to the User Committee.

5. Generally the purpose of a bid is to utilize the total purchasing power of an entity to obtain the best possible prices by committing all purchases to one vendor. If the award is intended to go to multiple vendors and there is no commitment of volume, what is the incentive of a bidder to participate in this RFP? Moreover, what is the incentive of a vendor to submit low pricing if there is no commitment of any purchases?

The incentive to bid low price is that low price is one of the evaluation factors of the RFP and the companies with the lowest price will get more point than a company with a higher price.

6. The Dispensing Equipment Specification on page 33 indicates “the contractor must make preparation and/or install his equipment prior to the contract starting date. This is untenable for reasons of practicality and legality. First, incompatibilities among vendors of products and dispensing systems make it impossible for a vendor to install equipment without having his product available for use. Second, a vendor cannot be required to perform prior to the starting date of the contract.

Once the contract has been awarded and the State has signed contracts, the vendor will be allowed to install their equipment prior to the start of the contract period. This will be worked out between the awarded vendor and the agency.

7. Page 34 states that there will be a public proposal opening but implies that information may not be made available to the public. We believe that the intent of a public opening is to provide information to the public. Is procurement information specifically exempted from the Delaware Freedom of Information Act? If not, we believe that the contents of proposals must be made available to the public at the public proposal opening.

The Delaware Code states that only the company names will be read at the bid opening. Once the contract has been awarded and signed contracts have been returned to the State, then contents of the proposal becomes public information. Unless a specific portion of the proposal has been marked confidential information and the Contract Officer determines that it is Confidential Information such as in a case of trade secrets.

All other terms and conditions remain the same.

If you have any questions, please contact me at 739-5569.

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